

UNITED STATES MARINE CORPS  
III MARINE EXPEDITIONARY FORCE  
UNIT 35601  
FPO AP 96606-5601

ForO 7300.2B  
12  
21 Feb 97

FORCE ORDER 7300.2B

From: Commanding General  
To: Distribution List

Subj: OVERSEAS COMMUNITY RELATIONS (COMREL) FUNDS

Ref: (a) MARFORPACO 7300.1K  
(b) BO 7300.3B

1. Purpose. To implement the policy and budget reporting procedures concerning the use of COMREL funds in compliance with the references.
2. Cancellation. ForO 7300.2A.
3. Summary of Revision. With the exception of numerous administrative corrections, changes regarding due dates were made to paragraphs 5c(1), 5d(1), and 5d(5). Paragraph 5d(1) reflects a change in policy; submissions for annual estimates of COMREL funds will be provided to Force Public Affairs Office (FPAO) vice comptrollers.
4. Information. Reference (a) provides Marine Forces Pacific direction for the administration of COMREL funds and specifically includes the following:
  - a. Authorized uses.
  - b. Establishment of Fund Administrators (FA).
  - c. Annual budgeting requirements.
  - d. Fund authorizations process.
  - e. Accounting and inventory records to be maintained.
  - f. Reporting requirements.
5. Action.
  - a. General. The provisions of references (a) and (b) will govern the administration of the COMREL funds granted to this Command Element.
  - b. COMREL FA. COMREL FA/custodians are established as follows:
    - (1) III MEF/MCB Consolidated Public Affairs Officer (CPAO).
    - (2) Aide-de-Camp (memento/souvenir fund only).

c. Fund Administrator

(1) Submit annual estimate of COMREL fund requirements for ensuing fiscal year by 1 August of each year, in the format as contained in enclosure (1) to reference (a), to the III MEF Commanding General [Attention: Public Affairs (COMREL)]. The submission should include the Aide-de-Camp's total requirement for memento/souvenir fund.

(2) Submit prior to each specific event requiring COMREL funds, a Requisition and Invoice/Shipping Document DD Form 1149, to the III MEF Commanding General [Attention: Public Affairs (COMREL)].

(3) Submit a report of funds expended to include the vendor's invoice, FA's receipt, itemized accounting of the funds expended, and who the reimbursement check is to be made out to (with individual's name, rank, and SSN), to the III MEF Commanding General [Attention: Public Affairs (COMREL)].

d. CPAO (COMREL)

(1) Consolidate and submit annual budget requirements to COMMARFORPAC (FPAO), to arrive not later than 1 September of each year.

(2) Based on original budget submission and the funds available, approve/disapprove FA requests for fund authorization.

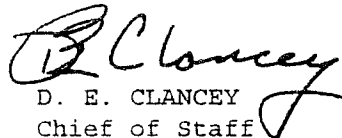
(3) Prepare, (based on receipt of vendor's invoice, FA receipts, and who is to receive reimbursement) a Voucher for Disbursement and/or Collection NAVCOMP Form 2277 and a Requisition and Invoice/Shipping Document DD Form 1149 and forward as appropriate for payment.

(4) Maintain memorandum accounting records in the format as contained in enclosure (2) to reference (a).

(5) Submit COMREL fund status reports and supporting documentation in the format as contained in enclosure (4) to reference (a), to COMMARFORPAC FPAO not later than 30 days following a COMREL event.

e. Aide-de-Camp. Maintain memorandum inventory records, in the format as contained in enclosure (3) to reference (a), relative to the gifts purchased for presentation on subsequent dates. All receipts and issues will be posted as they occur.

6. Applicability. This order is applicable only to the Command Element of III Marine Expeditionary Force.

  
D. E. CLANCEY  
Chief of Staff

Distribution: List II, III